

REQUEST FOR TRANSFER

Complete this form and return it to the Department of Personnel in Carson City.

Name: _____ SSN: _____

Mailing Address: _____

City, State, Zip Code: _____

Home Telephone: _____ Work Telephone: _____

Current Job Title: _____ Class Code Number: _____

Location/Area Willing to Work: _____

Type of Employment:

Current

Requested

- | | | | |
|--------------------------|--------------------------|-----------|--------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent | (Full-Time) |
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent | (Part-Time) |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary | |
| <input type="checkbox"/> | <input type="checkbox"/> | Seasonal | (1-9 Months) |

FOR CLERICAL CLASSES ONLY: To better serve you and the hiring agency, please check the following skills and abilities you have acquired:

- | | | |
|-------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bilingual in _____ (specify) | <input type="checkbox"/> Medical Transcription | <input type="checkbox"/> Ten Key by touch |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Personnel | <input type="checkbox"/> Transcription of minutes |
| <input type="checkbox"/> Budgeting process | <input type="checkbox"/> Payroll | <input type="checkbox"/> Training - formal |
| <input type="checkbox"/> Databases | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Typing at 45 WPM |
| <input type="checkbox"/> DEC All-in-one | <input type="checkbox"/> Public Presentations | <input type="checkbox"/> Typing at 55 WPM or better |
| <input type="checkbox"/> Desktop Publishing | <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Legal office procedure | <input type="checkbox"/> Shorthand/Speedwriting, etc. | <input type="checkbox"/> Gaming Control |
| <input type="checkbox"/> Medical Office/records | <input type="checkbox"/> Supervision | Board has a non-gaming provision as a condition of employment. Check only if you are willing to accept this provision. |

If at any time you need to update these skills, please contact our department at (775) 684-0150.

I certify that the above information is accurate and that I have read and understand the information provided on the reverse side of this form.

SIGNATURE _____ DATE _____

TRANSFER INFORMATION

1. Completion and submittal of this form will place your name on the transfer list for your current job class only. Your name will remain on the transfer list for one year unless you are separated from State service, you fail to respond to an inquiry of availability, you are appointed to a position as a transfer, you are no longer eligible to transfer within that class or you request that your name be removed from the transfer list.
2. Transfer lists are certified to all State agencies requesting an eligible list for the appropriate job class.
3. If your current appointment status is other than probationary or permanent or your position is other than permanent, there may be restrictions on your transfer or your request may require special processing. Contact the Field Services Division of the Department of Personnel for additional information at 775-684-0150.
4. It is the discretion of a hiring agency to consider, or not consider, employees requesting transfer.
5. Placing your name on a transfer list gives your request the broadest circulation possible, however, a transferring employee may be appointed without his/her name being on the list. Therefore, you may find it helpful to also personally express your interest to hiring agencies.

For Official Use Only:

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
SPAN	Bilingual in English/Spanish	POWR	PowerPoint
BOOK	Bookkeeping	PRES	Public Presentations
BDGT	Budgeting/Forecasting	SPRD	Spreadsheets
DBSE	Databases	SHRT	Shorthand/Speedwriting, Etc.
DEC	DEC All-in-one	SUPR	Supervision
DSKP	Desktop Publishing	TNKY	Ten Key by touch
LEGL	Legal Office exp	TRAN	Transcription
MEDO	Med Office exp	TRN	Teaching and/or Training - Formal
MEDT	Medical Transcription	TYP2	Typing 45 WPM or more
PERS	Personnel	TYP3	Typing 55 WPM or more
PAYR	Payroll	WPRO	Word Processing
		GCB	Background Investigation/Non-gaming